



**Region 4A Medical Reserve Corps  
NOTICE OF OPEN MEETING  
Under the provision of M.G.L. c. 30A, The Region 4A Medical Reserve Corps  
Will conduct a MRC Advisory Board meeting  
May 10, 2018  
Framingham DOH  
31 Flagg Drive: Door 14  
Framingham, MA 01702**

Call to order/quorum by Chair/Executive Director

10:00am – 11:30am

Present: Kitty Mahoney, Phyllis Schilp, Linda Callan, Scott Moles, Amy Hansen via conference call.

**Meeting Minutes: (Phyllis Schilp)** March 29, 2018

- *Motion to approve by Linda Callan, second by Scott Moles, all in favor, motion approved as presented.*

**Budget Report: (Scott, Kitty)**

- Budget Modifications Approved
- No refund for two day shipping
- Timeline for reimbursement and process still hold many gaps with payment to vendors and delivery of checks in a timely manner. CHA provides a contractual agreement to the state on services. Many communications needed regarding reimbursement through MRC funds. Again addressing the need for a smoother process through CHA.
- Need status on the purchase shelter supplies (blankets, comfort kits, tarps, extension cords and power strips) and Stop the Bleed presentation supplies (4 CAT tourniquets and 2 training arms), CPR Instructor payment and NACCHO reimbursement.
- Order additional trauma packs for upcoming Stop the Bleed Trainings.

**VC transition back from maternity leave:**

- VC has no travel limitations.
- Will return back to work on a Part Time Basis starting on 5/14/2018 if cleared by CHA. Advisory Board unanimously supports this transition.
- Amy to complete quarterly reports
- Amy will follow up with Budget payments with CHA
- Amy will attend the statewide MRC meeting on Monday May 14<sup>th</sup>. If unable to attend Linda Callan will attend.
- Phyllis processing all pending MA response MRC members and badging those volunteers.



**Additional Items:**

- NACCHO review from Phyllis and Kitty. Highlights were a volunteer excel spreadsheet with doodle poll drop and drag capabilities, School Influenza outbreak guide, POD Planning toolkit, Radition emergency response and Stop the Bleed training to town departments.
- Regional Trailer was fixed by Marlborough Fire Department. Thank You message will be sent from the advisory board to the Toqwn of Marlborough
- All assets and supplies to be moved to the trailer from Framingham Board of Health.

**Upcoming Trainings:**

- May 19-20<sup>th</sup> Relay for Life Regional activity
- June 7<sup>th</sup> Stop the Bleed Training Framingham
- June 10<sup>th</sup> Flag Day Parade regional event

*Motion to adjourn by: Kitty Mahoney, second by Phyllis Schilp, all in favor, motion approved as presented.*

Adjourn

11:15am